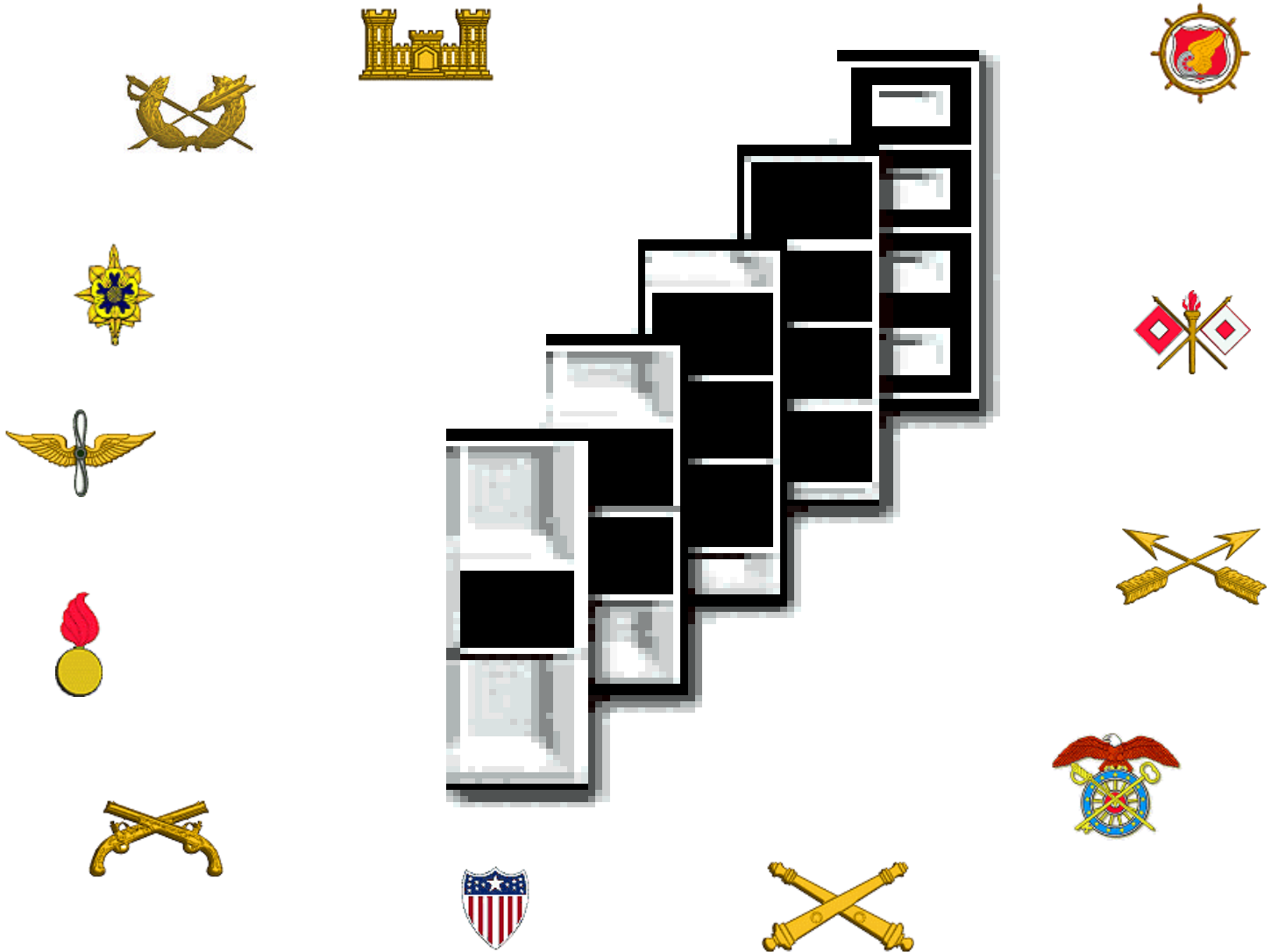


# ARMY NATIONAL GUARD



## WARRANT OFFICER APPLICATION GUIDE

## Definition of a Warrant Officer

“An officer appointed by warrant by the Secretary of the Army, based on a sound level of technical and tactical competence. The Warrant Officer is the highly specialized expert and trainer who, by gaining progressive level of expertise and leadership, operates, maintains, administers and manages the Army’s equipment, support activities, or technical systems for an entire career”

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1. Purpose: This guide is designed to provide the necessary information and assistance for the application of qualified individuals into the ARNG Warrant Officer Corps.

2. Applicant Sources:

- a. Enlisted Soldiers (RA, ARNG, USAR, and other uniformed services)
- b. Former Warrant Officers or Commissioned Officers
- c. Warrant or Commissioned Officers of other uniformed services

## **SECTION I**

### **MINIMUM ELIGIBILITY REQUIREMENTS**

- 1. AGE:** For technical specialties, applicants must be at least 18 and have not attained age 46, on the date of initial appointment. Applicants for rated aviator positions must have an approved flight applications prior age 27 ½.
- 2. CITIZENSHIP:** Must be a U.S. citizen by birth or naturalization.
- 3. MENTAL APTITUDE:** Score 110 or higher on the GT aptitude test. For rated aviation specialties, applicants must take the Flight Aptitude Selection Test (FAST). Minimum passing score is 90. Testing should be coordinated through the State Aviation Office or nearest Army Aviation Support Facility (AASF).
- 4. EDUCATION:** High School Graduate or pass the General Education Development (GED) test at the high school level.
- 5. ENGLISH LANGUAGE COMPETENCY:** Must have a demonstrated understanding and proficiency in the English language. Applicants whose native language is other than English must achieve a minimum score of 80 on the English Comprehensive Level Test (ECLT). Proficiency in English cannot be overemphasized. Warrant Officers must be able to effectively communicate in both verbal and written methods. Most WO MOSs require a minimum of 6 credit hours of college level English.
- 6. SECURITY CLEARANCE:** A valid final or interim secret security clearance is required prior to entry into WOCS. Some specialties require a higher than secret level (reference DA Pamphlet 611-21).
- 7. PHYSICAL:** Must meet appointment physical standards in accordance with Chapter 2, AR 40-501 and height and weight standards of AR 600-9. See DA Pamphlet 611-21 for additional physical requirements for individual MOSs. In addition, applicants must be able to pass a standard APFT without any alternate events when reporting to WOCS.
- 8. LEADERSHIP:** Must possess outstanding leadership traits.
- 9. PAY GRADE:** With the exception of Aviation Candidates, the minimum required for most specialties is SGT (E-5) or have attained the grade established by DA MOS proponents. Applicants below the grade of SGT must be administratively appointed to pay grade E-5 by parent unit upon entering WOCS in accordance with NGR 600-101, paragraph 2-11c. Former commissioned and warrant officers are eligible for appointment without attending WOCS but must complete the predetermination process to be approved for entry into a warrant officer career.
- 10. SPECIFIC MOS REQUIREMENTS:** Must meet specific MOS requirements posted on [www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant) or also see [www.1800goguard.com](http://www.1800goguard.com) for the latest changes. Former commissioned or warrant officers may also be considered based on their prior service qualifications both as enlisted soldiers and as officers.

## **SECTION II SELECTION PROCESS**

### **1. INITIAL ENTRY ROTARY WING (IERW) POSITIONS:**

a. Although states and territories differ on unique application procedures, at a minimum an applicant for IERW training is interviewed by the State Aviation Officer, the Army Aviation Support Facility (AASF) Commander and/or the Aviation Unit Commander. This interview process is often referred to as the flight school board. Also, the applicant must:

(1) Be a current ARNG member in good standing. Warrant Officer Flight Training (WOFT) enlistment option is not authorized in the ARNG.

(2) Be at least older than 18 and less than 27 ½ years old at the time of application for flight training. Applicants between 27 ½ and 30 years of age may submit an age waiver request to NGB-AVS-O.

(3) Have a minimum score of 90 on the FAST, IAW AR 611-5. See AASF Commander or Staff for coordination of test administration.

(4) Successfully pass a Class 1A flight physical and meet the medical standards in AR 40-501.

b. Upon meeting all mental and physical requirements and successfully completing all required interviews, the applicant is then placed on a standing flight school order of merit list (OML). No matter how low an individual is on the OML, he or she should be prepared to attend training with short notice. This will allow the person to jump ahead of peers and earn their “wings” much sooner. After OML placement, a mentor should be appointed to prepare the candidate for both WOCS and IERW.

### **2. TECHNICAL WARRANT OFFICER POSITIONS:**

a. To become a Warrant Officer, a soldier must be able to fill an existing or projected unit MOS vacancy. This step is the same for an enlisted soldier, former warrant officer, or commissioned officer. This MOS must be one for which the enlisted soldier has an awarded PMOS or SMOS listed as a feeder MOS (see [www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant)). If there are no vacancies in the current unit of assignment, qualified soldiers are encouraged to apply for appointment in another unit where vacancies exist, or are projected to occur. Former warrant officers should apply for an MOS they previously were qualified in. Commissioned officers may apply for the MOS they have the best qualifications for, using both commissioned and former enlisted service.

b. Unit Commanders must conduct interviews with the applicants, and if necessary conduct a unit review board to determine the best qualified applicants. Individual selected must have demonstrated the ability to understand, convey, and execute orders while serving as a trainer, teacher, counselor, and team leader. The ability to continue to think and make good decisions under pressure is of particular importance. For the sake of the service and the individual, selection should not be just a reward for service in the unit, it should be a careful, well thought out decision.

c. After the commander makes his/her selection, an officer or warrant officer mentor should be assigned to assist the candidate in preparing the “Predetermination Packet” covered in the next section.

### **SECTION III MOS PREDETERMINATION**

**1. REQUEST:** The first step in the qualification process is the requirement to request approval from the DA MOS proponent for entry into the career field. The process called predetermination is used to qualify all members, whether enlisted, warrant, or commissioned, to serve in a specific Warrant Officer MOS. DA MOS Proponency requirements are listed under WO programs at [www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant) and [www.1800goguard.com](http://www.1800goguard.com). This request must be prepared and forwarded through command channels to your state headquarters, using the checklist located on page [C-2](#) of this guide. Contact the Officer Personnel Manager for state specific guidelines.

**2. REVIEWS:** Once received by The Adjutant General (TAG), it is reviewed and forwarded through the National Guard Bureau (NGB) to the installation where the DA MOS manager is located. If disapproved, it will be returned through command channels to the requestor for additional documentation. If approved it will be forwarded from the DA MOS proponent through command channels to the state headquarters. *This process takes between 60 and 120 days, depending on the DA MOS proponent.*

**3. DISPOSITION:** Approved predetermination packages will be transmitted through command channels to the requesting unit for preparation of the warrant officer candidate appointment application package.

### **SECTION IV WARRANT OFFICER CANDIDATE APPOINTMENT SCREENING AND WOCS ATTENDANCE**

**1. WARRANT OFFICER CANDIDATE APPOINTMENT APPLICATION:** Upon notification of favorable predetermination, the applicant must complete an appointment application for consideration by the Federal Recognition Board held at the state headquarters. The Senior Regular Army Advisor conducts the board with selected commissioned officers. The board determines applicant eligibility for attendance at the Warrant Officer Candidate School (WOCS) and warrant officer appointment. The warrant officer candidate appointment application should include the following items:

- a. The approved predetermination package.
- b. NGB Form 62E, Application for Federal Recognition as an Army National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States. It should be noted that the 1<sup>st</sup> endorsement, similar to Appendix F must be completed by the commander of the unit where the vacancy exists, and the 2<sup>nd</sup> endorsement by the next higher command to that organization.
- c. Birth certificate.
- d. Statement in lieu of security clearance. The applicant must have a secret security clearance or interim secret clearance. A final or interim secret clearance is required for appointment, unless the MOS proponent specifies a higher clearance for MOSQ.
- e. Copy of a complete physical IAW Chapter 2, AR 40-501, conducted within two years of appointment as a warrant officer. Flight physicals require Fort Rucker, Alabama Flight Surgeon approval.
- f. Copy of High School Diploma or equivalent, or college transcript.
- g. Approved predetermination package from MOS proponent.
- h. DD Form 214, DD Form 220, or similar documents for prior service.
- i. Copy of Social Security Card.
- j. Copies of orders relating to awards, decorations, and citations
- k. Statement of understanding if unable to complete 20 years of qualifying service for retirement.
- l. DA Form 705, APFT, within the last 12 months.
- m. Written statement from technicians on compatibility, TPR 300, if applicable.
- n. Aeronautical aviation orders, if applicable.
- o. Statement of military service obligation IAW AR 135-91, if applicable.
- p. Conditional release from another component or state transfer order.

**2. FEDERAL RECOGNITION BOARD REVIEW:** The application packet must be endorsed by the unit commander and forwarded through channels to the Officer Personnel Manager (OPM) at the state headquarters. Once the package has been reviewed, it will be forwarded to the Federal Recognition Board for appropriate action.

**3. FEDERAL RECOGNITION BOARD RECOMMENDATION:** The board determines if the individual possesses the necessary attributes for appointment as a warrant officer. If the board finds the applicant qualified, an order appointing him/her as a Warrant Officer Candidate (WOC) is issued and a primary MOS of 09W00 is awarded. If the board does not find the applicant qualified, the application will be returned with any additional requirements noted. Packages may then be resubmitted for consideration once requirements have been met.

**4. WOCS APPLICATION:** After appointment as a WOC, the unit/command will request a class quota in the Warrant Officer Candidate School (WOCS) at Ft. Rucker, Alabama, via ATRRS. Each command should then ensure that a mentor, preferably a recent WOCS graduate, helps prepare the candidate. A Pre-WOCS course is offered in Alabama and Pennsylvania and may be attended at home state expense.

**5. WOCS ATTENDANCE:** Currently, there are three options for completion of WOCS.

- a. Attend the six week Active Component WOCS
- b. Attend the four week WOCS-Reserve Component; Phases I and II with up to a one year break between phases.
- c. Attend the four week WOCS-Reserve Component, Phases I and II are completed back to back.

**6. FORMER WARRANT OFFICERS AND COMMISSIONED OFFICERS:** Applicants in this category must complete a packet using the Predetermination Checklist for the Warrant Officer Program, which may be found on page [C-2](#) of this guide. Former warrant officers and commissioned officers, once their approved predetermination is received, must prepare an application for appointment IAW paragraph 2, above and send it through command channels to the Officer Personnel Manager (OPM).

## **SECTION V**

### **WARRANT OFFICER BASIC COURSE**

The final event of becoming a fully qualified warrant officer is completion of WOBC or IERW for aviators. WOBC must be successfully completed within two years of appointment as a Warrant Officer. This may be extended by the National Guard Bureau on a case by case basis for one additional year when extenuating circumstances exist beyond an individual's control.

a. The Warrant Officer Basic Course trains and certifies newly appointed warrant officers to be technically qualified to perform in the assigned MOS. There are three methods for completion of WOBC:

- (1) Active Component (AC) courses. The AC courses vary from 5 to 40 weeks.
- (2) Reserve Component (RC) Courses. The RC courses are normally shorter than AC versions to accommodate reserve components. Most RC courses are shorter resident phases, which also include non-resident phases.

(3) Some proponent schools allow “testing out” as an alternate means of certifying technical proficiency. Testing out means that the proponent prepares a test covering the required tasks for certification and applicants must pass the entire test to be certified as technically proficient. Testing out is limited to those applicants with an extensive background or education in the MOS.

b. Attendance at the AC or RC version of WOBC is based on the proponent’s determination or other regulatory guidance. If a MOS proponent specifies that the applicant must attend the AC course then the individual must do so in order to be MOS certified.

## **SECTION VI**

### **NATIONAL GUARD BUREAU POINTS OF CONTACT FOR THIS GUIDE:**

CW4 Beverly Pack, [beverly.pack@ngb.army.mil](mailto:beverly.pack@ngb.army.mil), Warrant Officer Predetermination

CW5 Richard Ernest, [richard.ernest@ngb.army.mil](mailto:richard.ernest@ngb.army.mil), Warrant Officer Programs

CW2 Jeff Lee, [jeffrey.lee@ngb.army.mil](mailto:jeffrey.lee@ngb.army.mil), Chief, Warrant Officer Strength



## APPENDIX A WO MOS Chart

All WO MOSs require that the applicant have experience in the enlisted feeder MOS, with the exception of 153A. Go to the websites [www.1800goguard.com](http://www.1800goguard.com) or [www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant) or contact the Officer Strength Manager (OSM) in the Recruiting and Retention Office. Please remember that you must meet the MINIMUM prerequisites for the WARRANT OFFICER MOS for which you will apply, or you must request a prerequisite waiver. Waivers are not needed for preferred qualifications.

<b>WO MOS</b>	<b>Warrant Officer Title</b>	<b>Enlisted Feeder MOS</b>
131A	Field Artillery Targeting Technician	13B, C, D, E, F, M, P, R, 82C, 93F
140A	Command and Control Systems Technician	14E;14J
140E	PATRIOT System Technician	14E;14J,14T; 27X
150A	Air Traffic Control Technician	93C (Reserve Component only)
151A	Aviation Maintenance Technician	All CMF 67 MOS (includes 68 Series)
153A	Rotary Wing Aviator	All MOSs
180A	Special Forces Warrant Officer.	All CMF 18 MOS
210A	Utilities Operation and Maintenance Technician	51B, 51T, H, K, and R; 52C, D, E, and G
215D	Geospatial Information Technician (Old – Terrain Analysis Technician)	21U (old 81T), 21S (old 82D)
250N	Network Management Technician	Preferred 31F; 31W or 74C w/ASI Z2
251A	Information Systems Technician	Preferred 74B, G, Z
254A	Signal Systems Support Technician	Preferred 31U, 74C or 74B
270A	Legal Administrator	27D
311A	CID Special Agent	95D
350B	All Source Intelligence Technician	96B
350D	Imagery Intelligence Technician	96D, 96H
350L	Attaché Technician	71L w/ASI E4
350U	Tactical Unmanned Aerial Vehicle Operations	96U
351B	Counterintelligence Technician	97B
351E	Human Intelligence Collection Technician	97E
352C	Traffic Analysis Technician	98C
352G	Voice Intercept Technician	98G
352H	Morse Intercept Technician	98H
352J	Emanations Analysis Technician	98J
352K	Non Morse Intercept Technician	98K
353A	Intelligence and Electronic Warfare Technician	All CMF 33 MOS's
420A	Military Personnel Technician	All 75 MOS Series
420C	Bandmaster	All CMF 97 MOS
270A	Legal Administrator ( External Link)	27D
880A	Marine Deck Officer	88K or 88Z
881A	Marine Engineering Officer	88L and Z; 52E w/ASI S2
882A	Mobility Officer	ALL MOS's
910A	Ammunition Technician	55B, D, Z
913A	Armament Repair Technician	45B, 45G, and 45K
914A	Allied Trades Technician	44B and E
915A	Unit Maintenance Technician (Light)	52D, 62B, 63A,B, D, E, H, M, S, T, W, Y and Z
918B	Electronic Systems Maintenance Technician	35B, C, D; (93D), E, F, H, J, L (68L) , N, (68Q), R (68R), 35W, Y; 39B; 68P; 31P or 31S
918D	Electronic Missile Systems Maintenance Technician	27E, M, T, X, Z, 35B and M
919A	Engineer Equipment Repair Technician	52D and X; 62B, 63B
920A	Property Accounting Technician	92Y
920B	Supply Systems Technician	92A
921A	Airdrop Systems Technician	92R
922A	Food Service Technician	92G

## **APPENDIX B Referenced Publications**

### **REFERENCED PUBLICATIONS**

AR 40-501

Standards of Medical Fitness

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 600-9

Army Weight Control Program

NGR 600-101

Warrant Officers-Federal Recognition and Related Personnel Actions

DA Pam 611-21

Military Occupational and Classification Structure

### **REFERENCED FORMS**

DA Form 2-1

Personnel Qualification Record, Part II

DA Form 330

Language Proficiency Questionnaire

SF 86

Personnel Security Questionnaire

DD Form 2807-1

Report of Medical History

DD Form 2808

Report of Medical Examination

NGB Form 62E

Application for Federal Recognition

## APPENDIX C Checklists

### INITIAL SCREENING CHECKLIST

Applicants Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Current Rank: \_\_\_\_\_ MOS: \_\_\_\_\_ WO MOS Applying For: \_\_\_\_\_  
Unit: \_\_\_\_\_ Vacancy Para and Line: \_\_\_\_\_

#### GENERAL REQUIREMENTS:

HIGH SCHOOL GRADUATE:	( ) YES ( ) NO (If no, encourage soldier to reapply with completed GED)
AGE 18 to 46	( ) YES ( ) NO (If no, request age waiver)
US CITIZEN:	( ) YES ( ) NO (Non-waiverable)
SECRET CLEARANCE	( ) YES ( ) NO (If no, initiate request via EPSQ, must have final prior to appointment)
GT Score of 110 or higher	( ) YES ( ) NO (If no, encourage soldier to retest using all available resources for test preparation)
APPOINTMENT PHYSICAL IAW Chap 2, AR 40-501	( ) YES ( ) NO (If no, soldier is not eligible for appointment until medical issues are resolved or waiver is approved, NO P3 profiles)
PASS APFT:	( ) YES ( ) NO
MEETS HT/WT STANDARDS IAW AR 600-9	( ) YES ( ) NO
MEETS FEEDER MOS REQ	( ) YES ( ) NO (If no, soldier is not eligible; request for waiver may be submitted to proponent with the submission of predetermination packet.)

\* Note any shortcomings requiring a waiver must be requested by the applicant.

## **APPENDIX C Checklists (cont)**

### **PREDETERMINATION PACKET FOR WARRANT OFFICER CANDIDATE PROGRAM**

- 1.\_\_\_\_\_ The Adjutant General's recommendation (to include any required mandatory prerequisite waivers)
- 2.\_\_\_\_\_ Commander's (unit/bn/bde) recommendation – must include the following certification:  
“I certify that (name & rank) successfully passed the Army Physical Fitness Test consisting of push-ups, sit-ups and the two mile run with a score of (score) on (date); the verified height is (feet & inches) and the verified weight is (lbs).”
- 3.\_\_\_\_\_ Certified copy of DA Form 2-1 (must be certified)
- 4.\_\_\_\_\_ Resume (IAW NGR 600-101 - must be dated and signed)
- 5.\_\_\_\_\_ Transcripts documenting completion of required college level courses and courses supporting training related to the applied for MOS
- 6.\_\_\_\_\_ OERs/NCOERs covering period of feeder MOS and leader experience required by the mandatory prerequisites
- 7.\_\_\_\_\_ Documents listed on the warrant officer homepage required by the proponent (training/leadership certificate, DA Form 1059, NGB Form 22, DA Form 214)
- 8.\_\_\_\_\_ Civilian documents which support training or experience directly related to the MOS (performance evaluations, position descriptions, licenses, others)
- 9.\_\_\_\_\_ Awards and decorations (performance related)
- 10.\_\_\_\_\_ DA Form 705 (must be within 6 months)
- 11.\_\_\_\_\_ Recommendation from CW3-CW5 who holds the MOS
- 12.\_\_\_\_\_ DA Form 5500/5501 (Body Fat Worksheet - if applicable)
- 13.\_\_\_\_\_ Security clearance verification statement

NOTE: Requests for waivers other than for mandatory prerequisites, i. e., age, civil convictions, or two-time non-selected for promotion, will be submitted as separate actions and not as a part of the predetermination action.

## **APPENDIX C Checklists (cont)**

### **CONVICTION/MORAL WAIVER CHECKLIST**

1. \_\_\_\_\_ Signed statement of circumstances from applicant
2. \_\_\_\_\_ Recommendation from chain of command with MILPO's endorsement
3. \_\_\_\_\_ NGB Form 62-E w/1<sup>st</sup> endorsement signed
4. \_\_\_\_\_ Official court documents w/disposition citing the offense and judgement rendered for each conviction

#### APPENDIX D Example Resume

NAME: WHO, You Are  
RANK: Sergeant  
SSN: 000-00-0000

ADDRESS: Street Address  
City, State ZIP  
Telephone Number  
AKO email:

UNIT: HQ 2<sup>nd</sup> Bde, 34<sup>th</sup> ID, IAARNG  
Boone, IA 50036  
DSN: 738-7411  
email:

OBJECTIVE: To obtain an appointment as an ARNG Warrant Officer in the duty MOS 420A, Military Personnel Technician

#### PERSONAL DATA:

Date of Birth: 8 Mar 64  
Height: 5'10"  
Weight: 170 pounds  
Health: Excellent

Marital Status: Married  
Dependents: Two  
MOS: P75B20 S71L20

CIVILIAN EDUCATION: *(This should agree with Block 2g(1) of the NGB Form 62)*

Bachelor of Science, Iowa State University, Ames, IA; Associate of Arts, Central Texas College, Killeen, TX; Diploma, Orchard View High School, Muskegon, MI (**Bold high GPA, Dean's List, special recognition, etc**)

#### MILITARY EDUCATION:

List in order from most recent to earliest training attended/completed.

12 Jan 97 - 11 Apr 97  
BNCOC  
US Army Soldier Support Center  
Ft Jackson, SC

**Bold** individual accomplishments such as **distinguished** or **honor graduate**. Stress MOS related subjects. How is school relevant? Indicating mid-level management school or just listing the scope of training is not very descriptive.

6 Aug 95 - 1 Sep 95  
PLDC  
NCO Academy  
Camp Jackson, Korea

Resume is very important, it shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Do both spell and grammar checks because errors will doom an application.

## APPENDIX D Example Resume (Cont.)

1 Feb 93 - 12 Mar 93  
Personnel Management Specialist  
US Army Soldier Support Center  
MOS 75H  
Jackson, SC

There will be individuals throughout the process that may be unfamiliar with your MOS, so use easily understood terms. Make it reader-friendly. If using fort specific terms, spell them out and **show the acronym in bold in parenthesis**. It is acceptable to use the acronym alone the second time. **Don't overuse bolding effect**, it could be a distraction. Can list correspondence courses but not subcourses.

### MILITARY EXPERIENCE PERTINENT TO MOS 420A: (List all assignments)

Jul 97 - Present  
Enlisted Assignments NCO  
HHC, III Corps  
Fort Hood, TX

Concise job description focusing on the unique characteristics of your specific position. List **outstanding achievements** and **additional duties** while in position. Spell out terms that apply to your assignment and then **bold the acronym** for any key terms/buzzwords in your MOS, i.e. Prescribed Load List (**PLL**).

Jul 94 - Jun 97  
Records NCO  
Ft Jackson, SC

**Bold any significant achievements, impact awards, receipt of unit coins, certificates of achievement, or appearance before soldier/NCO of the month/qtr boards.**

Jun 93 - Jun 94  
Levy Clerk  
A Det 516th PSB  
APO AP 96205, Korea

Focus on **measurements of success**. **NOT** just a job description, but how well you did the job. Use NCOER bullets as reference. Mention if you **exceeded standards on a significant inspection/evaluation**. **Bold mobilizations or periods of state active duty**. Make a separate assignment entry if mobilized for several months.

### CIVILIAN EXPERIENCE PERTINENT TO MOS 420A: (If none, then omit this part)

Jan 90 - Dec 90  
Secretary  
Kelly Temporary Services  
Grand Rapids, MI

Use same guidance as above. Explain any relevant experience or training you obtained that pertains to the requested WO MOS. Leave blank if no relevant civilian experience.

## SUMMARY:

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your skill. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include in **bold** type all of your **significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc)** mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical skills needed to become a WO. Answer this question: What **have you done or accomplished that sets you apart from your peers?**

## SIGNATURE & DATE

Other notes:

- Use plain white paper, black ink and a 12 point standard font such as Arial or Times New Roman.
- Don't go through a big expense. Prepare the resume yourself, but do a quality job.
- If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer.



## APPENDIX E Waiver Requests

### (Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ARH-S, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231

SUBJECT: Request for Moral Waiver (**Select the appropriate one**)  
Request for Civil Conviction

1. Request a waiver of the following offense: (State specifically what you were charged with. Do not just list Article 92, Article 32, etc. Must request a moral waiver for any infractions listed on your enlistment contract or for any Article 15s, to include summarized. Moral waiver is not required for traffic fines of \$300 or less. Do NOT include court costs.)
2. Date of offense: (Month and year)
3. Place of offense: (City and State)
4. Punishment imposed: (Fine amount, forfeiture amount, extra duty, letter of reprimand, etc.)
5. Mitigating circumstances surrounding the charge: Three points to address: (1) accepting responsibility for your actions; (2) the lessons learned; and (3) how you now contribute to your unit, community, and military service.

(Signature)

(Full Name)

(Rank)

(SSN)

Note: A separate moral waiver request must be submitted for each offense.

## APPENDIX E Waiver Requests (cont)

### (Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ARH-S, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231

SUBJECT: Request for Prerequisite Waiver (**Select the appropriate one**)  
Request for Age Waiver

1. (State the type of waiver you are requesting) Example: Request a prerequisite waiver for (state the prerequisite you wish to waive.)
2. Anyone can request a prerequisite or age waiver, but not everyone will get one. Give a detailed explanation why you feel this waiver should be approved. Please note that waivers are approved only in unusual circumstances. Prerequisite waiver requests that do not give adequate justification, i.e. unusual skills, unique talents, special circumstances, etc., will probably be disapproved. Asking for these waivers just because they are a part of the application will not result in approval.

(Signature)  
(Full Name)  
(Rank)  
(SSN)

Note: A separate waiver request must be submitted for each prerequisite.

## **APPENDIX F Recommendation Memorandum**

### **(Letterhead)**

(Office Symbol)

(Date)

MEMORANDUM FOR Chief, National Guard Bureau, NGB-ARH-S, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231

SUBJECT: Warrant Officer Recommendation (Smith, John P., 123-45-6789)

1. Use this paragraph to introduce and describe the service member's level of technical competency and leadership. Expand highlighting how this member meets or exceed the Army values. (For example, SSG Smith readily passes on his knowledge to subordinates within the section and effectively manages all program issues within the unit. His tenacity and vast knowledge of program skills earned him the respect of his peers. He continuously puts the welfare of others ahead of his own.)

1. Focus this paragraph on specific achievements in both military and civilian careers. (For example, SSG Smith's knowledge and managerial abilities lead his section to receive the top rating in supply in 2003.)

2. State the reasons for unit benefit and the vacancy Para and Line number. Fills a critical need and future leader of the Army of tomorrow.

3. "I certify that (Rank and Name) successfully passed the Army Physical Fitness Test consisting of pushups, sit-ups, and the two mile run with a score of (score) on (date); the verified height is (feet and inches) and the verified weight is (pounds)."

CDR NAME  
GRD, BR, ARNG  
Commanding